

Sample DEAC Meeting Agenda – April/May

Preparation for the meeting

- Collect aggregate SGO and Observation scores from each school
- Read [mSGP Report Guide](#)
- Prepare summary of SGO quality analysis conducted in January

1) Discuss procedures in place to complete evaluation process throughout district

Identify each component that needs to be in place for completing the evaluation process. Refer to [Finishing Strong](#) document. Identify any areas where process needs to be made more robust.

Action step

Develop list of processes that need to be addressed and identify lead person to provide support as needed.

2) Discuss how mSGP data can be shared with staff

Assess process of sharing individual mSGP reports with teachers.

Action step

Develop timeline and process for sharing confidential mSGP reports with teachers. Identify owner.

3) Analyze SGO score distribution and SGO quality

Review aggregated SGO scores by school and across district.

Use information from quality evaluation of SGOs and aggregate score information to consider professional development that can be offered in May to prepare for 2014-15: assessment quality and setting high quality targets.

Consider alternatives to pre-assessments.

Action step

Formulate a plan for last PD days of 2013-14 to address SGO development. Follow up meeting with Local PD Committee next week to discuss.

4) Analyze aggregate teacher practice scores

Examine aggregated observation scores by school and by component. Identify potential PD areas that could be addressed in 2014-15.

Action Step

DEAC's teacher practice sub-committee analyzes component level information and identifies a potential district-wide PD focus for teacher practice in 2014-15. Follows up with Local PD Committee as needed.

5) Discuss FAQs

Discuss time-sensitive questions regarding scoring of SGOs and conducting annual conferences.

Action Step

Generate answers to identified questions using district resources and DOE's [FAQ](#). Director of Curriculum and Instruction sends info to webmaster.

6) Next Meeting

Discuss plans and potential agenda items for next month.

Note: These are sample items, guiding questions, and actions steps can be used to guide a DEAC meeting in the next two months. Districts should use only items that are appropriate for their meeting length and make adaptations to any item as necessary.